



## FOIA REQUEST TRACKING SHEET &amp; PRICE QUOTE

Request Information		Requested By	
<b>Received by</b>	Clerk's Office	<b>Name</b>	Matt Chapman MuckRock News
<b>Information Requested</b>	Email metadata for January 2019	<b>Address</b>	<a href="mailto:68177-27416287@requests.muckrock.com">68177-27416287@requests.muckrock.com</a>  MuckRock News DEPT MR 68177 411A Highland Ave Somerville, MA 02144-2516
<b>Forwarded To</b>	Michael Szewczyk, IT Department		
<b>Phone</b>	x 524		
<b>Anticipated Completion Date</b>	Within 2 days of approval to proceed		

  

FEE SCHEDULE
Production & construction costs: for info requests that require more than one (1) hour of staff time, a fee of \$20.50/hr of clerical staff time; \$34.00/hr of information technology time; \$50.00/hr of professional staff time; and any additional actual costs of programming and computer services will be assessed, this fee is in addition to any applicable copying fees.
Fees for copying/printing: Standard – black & white \$0.10/page Standard – color \$0.60/page Legal – black & white \$0.25/page Legal – color \$1.00/page Other (photographs, etc.) – actual cost
Electronic copies: Any applicable staff time costs plus scanning non-electronic public records for e-mail or facsimile transmission \$0.10/page and cost of electronic media (disc, thumb drive, etc.) – actual cost
Fees for Transmitting records – Shipping fee and cost of the shipping container- actual cost

  

PRICE QUOTE				
Qty.	Hours/Supplies	Description	Unit Price	Line Total
1	Hour	Produce metadata file for all emails in January 2019	\$ (First hour free)	\$ 0
			\$	\$
			\$	\$
			<b>Total</b>	<b>\$ 0.00</b>

Thank you for your request!

\*Amount will be billed upon requestor's acceptance and must be paid prior to release.